

Plans Examiner

FLSA Status: *Exempt*

General Definition of Work

Performs comprehensive review of commercial or residential plans to ensure compliance with all codes as required by law and regulation and established Town construction practices and procedures. The principal duties of this class are performed in an office environment. However, at times, the duties require performance at various properties and construction sites with exposure to a variety of weather conditions and terrains. This position reports directly to the Chief Building Official but considerable leeway is granted for the exercise of independent judgment and initiative.

Essential Functions

The following functions are intended only as illustrations of the various types of work performed. The omission of the specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The nature of the work performed requires an employee in this class to establish and maintain effective working relationships with the Building Official, other Town management and personnel, area businesses, homeowners, contractors, architects, engineers, developers, other related professionals, and the general public.

Provide a high quality service to internal staff and Town customers with a “how can I help” attitude and appearance.

Conducts review of building permit applications and plans for compliance with all building, accessibility, plumbing, electrical, gas, energy and mechanical codes as adopted by the Town, including other Town ordinances regarding setbacks and buffers. Ensures permit application and associated documents are in accordance with all applicable laws, regulations, practices, and procedures, including completing permit and plan review reports of specific violations, and documenting history in computerized tracking program. Determines Flood Zones and ensures compliance with FEMA requirements. Determines required inspections based on construction plans and drawings.

Interprets codes and regulations and explains permit and compliance conditions.

Documents and maintains complete and accurate records of all plan reviews and any regulatory actions taken, including preparing written reports and correspondence, and issuing notices to correct code violations.

Confers with and provides information regarding code requirements to developers, engineers, architects, property owners, the public, and other interested parties.

Addresses any complaints or problems from concerned parties, and takes appropriate measures to ensure an expedient resolution in a timely and courteous manner.

Investigates complaints regarding unauthorized or non-compliant construction, and issues “stop work orders” as necessary.

As necessary, conducts inspections of construction sites and structures to ensure compliance with the applicable ordinances, contacts contractors regarding inspection status, documenting inspection violations, and determines required inspections based on construction plans and drawings.

Participates in post disaster recovery plan, including conducting on site inspection of properties following

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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declared disasters, assessing structures for damage, and determining safety and habitability of all structures.

Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of operations and activities.

Performs emergency or disaster-related duties as assigned.

Performs other duties as apparent or assigned.

Knowledge, Skills and Abilities

Be decisive and able to work under demanding conditions in a fast paced environment. Have excellent verbal and written communication skills and allowing for enforcement of regulations in a fair and impartial manner. Have considerable tact, discretion and persuasion when collaborating with customers, staff, and the general public. Have the ability to perform a wide variety of duties and responsibilities accurately and efficiently. Have considerable analytic ability to understand, interpret and make recommendations on construction plans, construction codes, ordinances and blueprints. Have knowledge of all applicable federal, state, and local codes related to required work and thorough knowledge and understanding of construction industry practices, methods, operation, and materials. Have knowledge of investigation techniques and methods of inspection, including knowledge of methods and techniques of the construction trades. Have the ability to work outdoors in a variety of weather conditions for extended periods of time.

Education and Experience

Bachelor's Degree in architecture, construction or related field; and a minimum of 5 years work experience in building construction field; or any combination of experience and training which provides the equivalent scope of knowledge, skills, and abilities necessary to perform the work.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires sitting, speaking or hearing, using hands to finger, handle or feel and repetitive motions and occasionally requires walking, reaching with hands and arms and lifting; work has no special vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; exposure to a variety of weather conditions and terrains for extended periods of time; work is generally in a moderately noisy location (e.g., construction sites, office location – personal computer, telephone and other related equipment).

Special Requirements

Possession of an appropriate driver's license valid in the State of South Carolina.

Possession of residential or commercial State of South Carolina plans examiner certification within one year from the date of employment start.

Salary is negotiable based on experience. EOE. We offer excellent benefits and a great place to work.

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